

# May 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <b>LABOR:</b> Reverse Apr Month-end Estimate  Normal DW refresh	2 <b>LABOR:</b> PP07  Normal DW refresh	3 <b>LABOR:</b> PP07 <b>SURCHARGES</b>  Normal DW refresh	4   Normal DW refresh
5	6  Normal DW refresh	7 <b>GL:</b> Final Close Apr 2013  Normal DW refresh	8  Normal DW refresh	9  Normal DW refresh	10  Normal DW refresh	11  Normal DW refresh
12	13 <b>LABOR:</b> PP08  Normal DW refresh	14 <b>LABOR:</b> PP08 <b>SURCHARGES</b>  Normal DW refresh	15  Normal DW refresh	16 <b>GL:</b> Update AR Trial Table  Normal DW refresh	17  Normal DW refresh	18
19	20  Normal DW refresh	21  Normal DW refresh	22  Normal DW refresh	23 <b>LABOR:</b> MAY NOAA CORPS  Normal DW refresh	24  Normal DW refresh	25  Normal DW refresh
26	27 <b>LABOR:</b> PP09  Normal DW refresh	28 <b>LABOR:</b> PP09 <b>SURCHARGES</b>  <b>SLTs</b> SLTs to be approved for May are due to FMB by 4:00 pm ET  <b>DISBURSEMENTS:</b> Last run for May  Normal DW refresh	29 <b>CA O/U Reversal – Part C</b>  Normal DW refresh	30 12:00 pm ET Final Approval  <b>CA SURCHARGES</b> processed <b>prior to the</b> “7 AM” closing  Normal DW refresh	31 <b>CFS G/L MONTH-END PRELIM CLOSING</b> <b>7:00 AM ET</b> Close PA,AP,PO CA O/U Process <b>WIP</b>  <b>12:00 NOON ET</b> Close remaining modules  Normal DW refresh	

## 7 AM Closing

The following modules will be placed in “**PRELIMINARY**” close for the **May 2013 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

**Please note: AR is open for WIP only. No other AR transactions.**

8:00 PM ET PR, PO AND AP may begin working on May 2013 transactions

## 12 Noon Closing

The following modules, will be placed in “**PRELIMINARY**” close for the **May 2013 General Ledger**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)  
The Cost Accumulation Over/Under (CA O/U) process:  
7:00 am ET on Friday May 31, 2013
  - BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)  
**NOTE:** Month end G/L closing process does NOT prohibit end users from entering BOPs.
  - AR – Accounts Receivable
  - GJ – General Journal (GJs and Labor, etc.) (May enter GJs until 12 noon)
  - GL – General Ledger
- These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.